



CARLYNTON SCHOOL DISTRICT

Volunteer Code of Conduct

The Carlynton School District values the contributions of volunteers and is committed to providing a safe and supportive environment for all students. All volunteers are expected to conduct themselves in a professional, respectful, and appropriate manner at all times.

Volunteer Expectations

1. Supervision and Role of Volunteers:

Volunteers serve under the direction of District staff and shall work only in assigned areas and activities. Volunteers are not employees and may not assume supervisory or disciplinary authority over students.

2. Interaction with Students:

Volunteers must maintain appropriate boundaries with students at all times. Specifically, volunteers shall:

- Avoid being alone with a student in an unsupervised setting
- Refrain from inappropriate physical contact
- Never transport students in personal vehicles unless expressly authorized by the District
- Immediately report any safety concern to the supervising staff member

3. Student Discipline:

Volunteers shall not administer discipline or impose consequences. All behavioral concerns must be referred to the classroom teacher or building administrator.

4. Confidentiality:

Volunteers may have access to sensitive student information. All student, staff, and school-related information must be treated as confidential.

Volunteers shall not:

- Discuss students outside of school.
- Share student information with others.
- Post photos, videos, or identifying information about students or school activities on social media.

5. Professional Conduct:

Volunteers are expected to demonstrate respectful and appropriate behavior, including:

- Following staff directions.
- Using appropriate language.
- Maintaining a positive, supportive presence in the school environment.

Volunteers must comply with all applicable Board Policies, including those related to tobacco, controlled substances, harassment, and weapons.

6. Child Safety and Reporting Responsibilities:

The District expects all volunteers to immediately report any suspicion of child abuse, neglect, or inappropriate conduct involving a student to a building administrator.

While volunteers are not typically designated as mandated reporters under Pennsylvania law, all suspected concerns must be brought to the attention of school administration without delay.

7. Ongoing Clearance Eligibility and 72-Hour Notification Requirement:

Volunteers are responsible for maintaining continued eligibility to serve in District programs. A volunteer must notify the District administrator or designee within seventy-two (72) hours if the volunteer:

- Is arrested for or convicted of an offense that would affect clearance eligibility under the Child Protective Services Law (CPSL), or
- Is named as a perpetrator in an indicated or founded report of child abuse

Failure to do so may result in immediate removal from volunteer service.

8. District Authority to Revoke Volunteer Privileges:

Volunteer service is a privilege, not a right. The District reserves the right to deny, limit, suspend, or revoke volunteer approval at any time, with or without cause, to protect student safety or maintain appropriate school operations.

Complaint Procedures:

Any complaint regarding volunteer conduct should be submitted in writing to the building principal. The principal will review the concern and may recommend further action to the Superintendent or designee.